

# The Forum on Laboratory Accreditation

Consecutive Meetings of



**ELAB**

***inela***



Sheraton Capital Center  
Raleigh, North Carolina

August 6 – 13, 2005



Hosted by  
The U. S. Environmental Protection Agency  
and  
The Institute for National Environmental  
Laboratory Accreditation



# About the Forum

With over 300 attendees from laboratories, regulatory agencies, data users, sampling firms, and many other organizations, the Forum on Environmental Laboratory Accreditation helps facilitate the exchange of information on a number of topics relating to accreditation. The Raleigh Forum promises to be an exciting opportunity for environmental professionals who are actively engaged in seeking accreditation or implementing accreditation programs.

## Who should attend?

- ▶ State and federal officials concerned about data quality
- ▶ Data users
- ▶ Laboratories (commercial, industrial, municipal, state and federal)
- ▶ Sampling firms
- ▶ Organizations that provide field measurements
- ▶ Quality assurance managers

## Why you should attend

The Forum offers attendees an opportunity to exchange ideas, findings, and recommendations in a professional setting. The strong and diverse program will address a number of timely issues that affect data quality. Training sessions will be offered the weekend prior to and after the conference. Focused evening activities will bring the latest in technology and services to the attendees.

## Networking Opportunities

To facilitate networking and the enjoyment of all participants, two social opportunities will be provided. These evening events will consist of receptions combined with exhibitions of the latest products and services from several vendors supporting the environmental monitoring community.

# Forum Highlights

## NELAC 11

The National Environmental Laboratory Accreditation Conference's (NELAC's) eleventh annual meeting will be held Monday, August 8, at 10:30, through Wednesday morning, August 10. This meeting will include sessions of the Standards Review Committee, the Proficiency Testing (PT) Board, and other Administrative and Special NELAC Committees. The voting session will be Wednesday morning. Special plenary sessions to update NELAC on achieving self-sufficiency and the sections of the NELAC Standard being voted on for separation will be held. Other topics of interest to be covered include: the next steps for improvements to the NELAC Standard from the Standards Review Committee; and progress on recognizing a Proficiency Testing Oversight Body / Proficiency Testing Provider Accreditor (PTOB/PTPA) from the Proficiency Testing Board.



## INELA Semiannual Technical Conference

The Institute for National Environmental Laboratory Accreditation (INELA) will have its semi-annual conference beginning Wednesday, August 10 at 1:30 pm and ending mid-afternoon on Friday, August 12. The INELA meeting is structured to allow every attendee the opportunity to listen to what activities the organization has been involved with and to actively participate in the discussions to influence future directions. For this meeting, sessions on laboratory accreditation requirements, sampling and field measurements, and requirements for accrediting bodies and proficiency test providers will be focused on potential changes to the INELA accreditation standard. Sessions on the impact of accreditation on small organizations, national database issues, and mentor programs will be held to allow participants to engage in dialogue about where INELA's efforts to support the implementation of a national program should be directed.



## Environmental Laboratory Advisory Board

ELAB is a Federal Advisory Committee chartered to provide consensus advice on issues associated with enhancing EPA's measurement programs and facilitating the development, establishment, and operation of a national accreditation program. ELAB will have an Open Forum Session on Tuesday evening, August 9 in addition to some workgroup sessions throughout the week. Workgroup sessions will be posted on the message board. Anyone attending the Forum on Laboratory Accreditation is encouraged to bring forth any issues ELAB should consider at the Open Forum, and join any workgroup session.



## Receptions and Exhibitions

Monday, 5:30 – 7:00

Wednesday 5:30 – 7:00

The Forum will have two receptions and exhibitions\* for participants to meet informally with ELAB Members, NELAC and INELA Boards, and Committee Chairs.

The Forum exhibitions and receptions will allow participants to informally network with one another and see the latest innovations in measurement technology, proficiency testing, laboratory automation, and related topics.

\*For exhibitor information, contact INELA.  
817-598-0458 or e-mail [jparr@inela.org](mailto:jparr@inela.org).

# Forum Preliminary Schedule

Time	Saturday: 8/6	Sunday: 8/7	Monday: 8/8	Tuesday: 8/9	Wednesday: 8/10	Thursday: 8/11	Friday: 8/12	Saturday: 8/13
Early Morning	Assessor Technical Training Course on Organic Chemistry	Assessor Technical Training Course on Organic Chemistry	Workshop for First Time Attendees	NELAC	NELAC	INELA	INELA	Training Course on Implement- ing a Quality System
Late Morning			NELAC	NELAC	NELAC	INELA	INELA	
Early Afternoon			NELAC	NELAC	INELA	INELA	INELA	
Late Afternoon			NELAC	NELAC	INELA	INELA	Meeting Adjourns	
Early Evening		Registra- tion Opens	Reception & Exhibit	ELAB Open Forum	Reception & Exhibit			

We would like to thank



for their generous sponsorship of this meeting.

# Training and Workshops

## Workshop

### Workshop for First Time Attendees

On Monday, prior to the start of the NELAC meeting, a workshop designed to provide background information on INELA, NELAC, and ELAB, as well as an overview of the week's activities will be presented. This free workshop is especially beneficial to those attending these meetings for the first time.

**Instructors:** Lara Autry, NELAP / NELAC Director and Jerry Parr, INELA Executive Director.

*Monday, August 8, 8:00 – 9:30 a.m.*

*Free to conference attendees.*

*No class limit.*

## Training Courses

### Assessor Technical Training for Organic Chemistry (GC Emphasis)

This course is one of the required courses for laboratory assessors as defined in Chapter 3 of the NELAC Standard. The emphasis of this course is sample preparation and Gas Chromatography (GC) testing with an overview of performing assessments for other organic technologies. Personnel with a basic science background assess operations by conducting an assessment of a laboratory system and technical operations to assure conformance to the NELAC quality system and where applicable, the mandated methods.

Personnel successfully completing the course will acquire:

- Knowledge sufficient to assess the implementation of the technology by the laboratory.
- An understanding as to how the technology is used in the various methods.
- An understanding of the key elements of data packages, and raw data to review and check effectively.

**Instructors:** Marlene Moore and John Gumpfer.

John Gumpfer provides upgrade and maintenance of quality assurance (QA) systems at several environmental laboratories including the implementation of corrective action, internal audits, and management review systems. Marlene Moore brings together the needs of quality system management, measurement operations, and regulatory compliance. Ms. Moore is a registered RAB ISO QMS Auditor.

*Saturday and Sunday, August 6 – 7, 8:00 – 5:00*

*\*Fee: \$355 INELA Member Fee†: \$335*

*Class limited to 50.*

### Implementation of a Quality System for Environmental Laboratories

This course provides detailed implementation guidance for laboratory QA managers and technical directors working in environmental laboratories that are currently accredited to the NELAC Standards or are seeking accreditation. The course is focused on Chapter 5 of the 2003 NELAC Standards. The course is oriented towards small laboratories that perform chemical and microbiological testing. The course will provide laboratory personnel with the fundamental concepts found in the 2003 NELAC Standards, including traceability, calibration, quality control, and quality assurance. The examples used in the course are practical examples of the implementation of the 2003 NELAC Standards.

**Instructor:** Charles Dyer.

Charles Dyer served as Program Manager for the New Hampshire Department of Environmental Services from 1984 until June, 2004. Mr. Dyer has performed laboratory assessments of a wide range of laboratories. He was instrumental in development and maintenance of the NELAC Assessor Checklist and was a member of the NELAC On-Site Assessment Committee.

*Friday, August 12, 3:00 – 5:00 and Saturday, August 13, 8:00 – 2:30*

*\*Fee: \$195 INELA Member Fee†: \$175*

*Class Limited to 30.*

More details about these courses can be found at [www.inela.org](http://www.inela.org).

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<sup>\*</sup>After July 1, a \$50 late registration fee will be added.

<sup>†</sup> If you are not an INELA Member, you may qualify for the INELA Member rate by joining INELA now.

# Travel Information

## Sheraton Capital Center

421 South Salisbury Street  
Raleigh, NC 27601  
\$82 + tax Single or Double

Ask for the Forum, INELA, or NELAC rate.  
Make hotel reservations **before July1**.

### Group Reservations

800-325-3535 or 919-834-9900  
Fax 919-833-6342  
[www.sheratoncapital.com](http://www.sheratoncapital.com)

Parking: \$8 / day including tax for hotel guests.  
\$10 / day if not registered at the hotel.  
Ample public parking is readily available nearby.

*The Sheraton Capital Center Hotel is close to world famous museums, universities, and Research Triangle Park. Within walking distance are the Artspace, City Market, Exploris Museum, Memorial Auditorium, North Carolina Executive Mansion, North Carolina Museum of History, and the North Carolina State Capitol Building. The City Market has original cobblestone streets lit by lamps and is filled with 19th century charm. Be sure to experience the historic City Market with art galleries, restaurants, home accessory and gift shops, and a jazz club.*

## Getting There

From Raleigh-Durham International Airport:  
Take Interstate 40 East towards Raleigh and then Exit 298-B (South Saunders Street). Keep right to McDowell Street and then turn right onto Davie Street. Turn right onto South Salisbury Street and the hotel will be on the left.

Taxi from airport approximately \$30.  
Approximate travel time is 20 minutes.  
For more information about ground transportation, visit  
<http://www.rdu.com/GroundTrans/limos.htm>



North Carolina State Capitol

## Attire

North Carolina is rather warm and humid in August, so business casual attire is recommended.

## For More Information

Contact INELA  
817-598-0458  
<http://www.inela.org>  
[jparr@inela.org](mailto:jparr@inela.org)



## Mark Your Calendar!

### Winter 2006 Forum on Laboratory Accreditation

Westin River North  
Chicago, Illinois  
January 29-February 4, 2006



# Registration Form

## Forum on Laboratory Accreditation Raleigh, North Carolina August 6 – 13, 2005

Please copy this form and submit a separate registration for each individual.  
Conference materials are also available at [www.inela.org](http://www.inela.org) and [www.epa.gov/nerlesd1/land-sci/nelac](http://www.epa.gov/nerlesd1/land-sci/nelac).

Name: \_\_\_\_\_  
As it will appear on your name badge

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Type:

- ☐ Federal Accrediting Authority / Regulator  
☐ State Accrediting Authority / Regulator  
☐ Laboratory  
☐ Other

Special Needs: \_\_\_\_\_  
(e.g., dietary, hearing devices, etc.)

☐ This is my first time to attend these meetings.

☐ I will be accompanied by a guest or my spouse.

Forum Registration		Fees*	INELA Member Rate*	Amount
Full Registration**	<input type="checkbox"/>	\$315	<input type="checkbox"/> \$295	
INELA Meeting Only	<input type="checkbox"/>	\$195	<input type="checkbox"/> \$170	
NELAC Meeting Only	<input type="checkbox"/>	\$170	<input type="checkbox"/> \$170	
One Day Registration	<input type="checkbox"/>	\$125	<input type="checkbox"/> \$100	
Late Fee (After July 1)	<input type="checkbox"/>	\$ 50	<input type="checkbox"/> \$ 50	
<b>Training</b>				
Assessor Training for Organic Chemistry	<input type="checkbox"/>	\$355	<input type="checkbox"/> \$335	
Implementation of a Quality System	<input type="checkbox"/>	\$155	<input type="checkbox"/> \$135	
Workshop for Forum First Time Attendees	<input type="checkbox"/>	Free	<input type="checkbox"/> Free	
Late Fee (After July 1)	<input type="checkbox"/>	\$ 50	<input type="checkbox"/> \$ 50	
<b>INELA Membership or Renewal</b>				
One Year			<input type="checkbox"/> \$ 50	
Three Years			<input type="checkbox"/> \$135	
<b>Total Due</b>				\$

### Payment Options

- ☐ Purchase Order #: \_\_\_\_\_  
☐ Pay at Event  
☐ Check: Make payment in U.S. Currency to INELA  
☐ Visa    ☐ Master Card    ☐ American Express

Account #: \_\_\_\_\_

Expires: \_\_\_\_\_

Name: \_\_\_\_\_  
Print name as it appears on the card

### Send Payment & Registration Form to:

INELA  
P. O. Box 822  
Weatherford, TX 76086  
817-598-0458 FAX 817-598-1177

or Register on-line at:

[www.inela.org](http://www.inela.org)

INELA FEID #: 81-0554715

\* If you are not already an INELA Member and wish to join, you may qualify for the INELA Member rate by selecting the INELA Membership option.

\*\* Full registration includes participation in the NELAC, INELA, and ELAB meetings, all Forum printed materials, breaks, and receptions. Training fees are separate.

**CANCELLATION:** If you cannot attend, notification must be received by August 1, 2005. You may either send a substitute or receive a refund, less a \$50 administrative fee.





United States  
Environmental Protection Agency  
National Exposure Research Laboratory  
P. O. Box 93478  
Las Vegas, NV 89193-3478

Official Business  
Penalty for Private Use  
\$300

Return Service Requested



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